



**INVESTIGATING AND REPORTING US AIR
FORCE MISHAPS**

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AFI 91-204, 22 July 1995, is supplemented as follows:

1.4.2.1. (Added) HQ USAFA Superintendent is the investigating commander (convening authority for all USAFA mishaps except the 557th Flying Training Squadron (557 FTS)).

1.4.2.2. (Added) The board president and investigating officer are appointed by the HQ USAFA Superintendent or a designated representative.

1.4.2.3. (Added) Board presidents from the 34th Training Wing (34 TRW) will not normally investigate flight mishaps involving the 557 FTS, the 94th Flying Training Squadron (94 FTS), 98th Flying Training Squadron (98 FTS), or the 50th Training Squadron (50 TS).

1.4.2.4. (Added) The board president works for and is directly responsible to the HQ USAFA Superintendent for the term of the board. Safety investigation board presidents will call Safety (HQ USAFA/SE) after assuming their duties and becoming familiar with the circumstances surrounding the mishap.

1.4.2.5. (Added) Pilot members, maintenance officers and life support officers are appointed by the Commander (34 TRW/CC). Medical members will be appointed by the Commander (10 ABW/CC). All other members will be coordinated by HQ USAFA/SE as they are needed.

1.4.2.6. (Added) Mishap Briefings. Safety investigation board presidents will brief the HQ USAFA Superintendent on the results of their investigation for all Class A and B flight mishaps normally within 30 days of the mishap. Investigating officers may be asked to brief the HQ USAFA Superintendent on the results of their investigation for all mishaps other than Class A or B. Briefings will be attended by safety board members as determined by the board president, the unit commander experiencing the mishap, HQ USAFA/SE personnel, and other staff as designated by the HQ USAFA Superintendent. HQ USAFA/SE will schedule the briefing. The following is the minimum suggested format for the briefing:

- Mishap facts: (date, time, location, weather conditions, aircraft type, tail number, mission, etc.).
- Mishap aircraft maintenance history.
- Personnel involved (names, units, injuries, flying time, previous aircraft, time-on-station, etc.).

- Mishap sequence of events.
- Areas not investigated and those investigated but found not to be factors in the mishap.
- Areas investigated and found to be factors in the mishap (areas investigated must include, as a minimum, training, supervision, publications, and directives).
- Safety Board conclusions.
- Findings, causes, recommendations.
- Other findings and recommendations of significance.

1.4.2.7. (Added) The Class A flight board president normally briefs HQ USAFA/SE and 34 TRW/CC on the results of the mishap investigation prior to briefing the Superintendent. Briefing times will be arranged by HQ USAFA/SE.

1.4.2.8. (Added) For all fatalities, i.e., suicides, homicides, accidents, etc., the unit commander sustaining the fatality will brief the HQ USAFA Superintendent of the circumstances surrounding the incident within 45 days of the mishap.

1.4.2.9. (Added) Preceding and following each briefing, the following statement will be made: "The information covered during this briefing is for mishap prevention purposes only and is not to be discussed outside the briefing area except in that context."

2.3.3.1. (Added) The Labor and Employee Relations Division (10 MSS/DPCE) will send to HQ USAFA/SE copies of all CA-1s, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; CA-16s, Authorization for Examination and/or Treatment; LS-201s, Notice of Employee's Injury or Death; and LS-202s, Employer's First Report of Injury or Occupational Illness, received on a daily basis.

2.4.4.10. Vehicle Maintenance (10 ABW/LGTM) will forward copies of vehicle and equipment work order reports to HQ USAFA/SE on all damaged Academy vehicles.

3.2.7.1. The Chief, Contracting Flight (10 ABW/LGC), should ensure contract performance work statements direct the contractor to report government property damage.

3.7.2.1. 10 ABW/CC through Logistics (10 ABW/LG) retains and stores aircraft wreckage until it is released by HQ USAF/JACC.

3.9.1. All requests for technical assistance will be made through HQ USAFA/SE.

5.10. All formal reports will be reviewed by HQ USAFA/SE prior to forwarding to HQ AFSA/SECD.

7.4.1.1. (Added) Flight mishap investigating officers who investigate Class A and B mishaps will be graduates of the USAF Flight Safety Officers' Course or the USAF Aircraft Mishap Investigation Course.

7.4.1.2. (Added) Maintenance officers should possess fully qualified AFSC 4024 or 4016.

7.4.5.1.1. Injuries to non-USAF civilians parachuting from Academy aircraft are not reportable under this instruction.

7.4.6.1. (Added) 34 TRW/SEF and/or Unit Flight Safety Officers will investigate all Class C and lower classified flight mishaps and submit a draft report to HQ USAFA/SE.

7.4.6.2. (Added) Unit flight safety representatives will conduct investigations of flight mishaps, complete USAFA Form 49, Safety Report, and forward the form to 34 TRW/SEF. 34 TRW/SEF will provide monthly trends to HQ USAFA/SE.

7.4.7.7.1. T-41 and TG-7A engine stoppages that occur during attempted engine starts or during taxi before engine warm-up will not be reported as engine failure. Complete a USAFA Form 49 on the incident and forward a copy to 34 TRW/SEF.

7.4.8.4. (Added) Any situation considered hazardous by the pilot or aircraft malfunction requiring premature mission termination will be reported to 34 TRW/SEF through the unit flight safety officer on USAFA Form 49.

7.4.8.5. (Added) Trend Data Report. Unit safety, maintenance, or quality assurance personnel debrief each aircrew experiencing an in-flight emergency. Complete a USAFA Form 49 for each emergency. The unit flight safety representative will ensure the USAFA Form 49 is filled out and coordinated through Quality Assurance for maintenance operations. Follow up as necessary until corrective action is completed and documented. Maintain these forms for unit safety trend analysis and forward a copy to 34 TRW/SEF.

11.1.1. (Added) Thorough and timely investigation is an essential part of mishap prevention. Unit commanders will develop mishap reporting procedures for their units. The procedures must cover on-duty and off-duty mishap reporting for military and on-duty mishap reporting for civilians. The commander's safety representatives and supervisors should ensure all assigned personnel understand the requirement to report all mishaps to them promptly.

11.1.2. (Added) All mishaps will be investigated and reported to HQ USAFA/SE. The USAFA Form 49 will be used and forwarded to HQ USAFA/SE within 2 workdays after the occurrence. The unit's safety representative (USR) will maintain a copy of the USAFA Form 49.

11.1.3. (Added) All lost workday cases will be formally reported by HQ USAFA/SE. The USR will investigate all unit mishaps and provide SE with the information on a USAFA Form 49.

11.11. (Added) Form Prescribed. USAFA Form 49.

Attachment 1 Section C(Added)

INTENT FOR FLIGHT

Intent for Flight(Added). Intent for flight for sailplanes begins with hookup and ends when the sailplane comes to a stop after landing or aborting the takeoff.

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